

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Executive Director – Permanent Commission on the Status of Women**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** Hartford

**Hours:** Full-Time

**Salary:** Starting Range \$102,610 - \$135,278

**Closing Date:** June 11, 2014

**General Knowledge:**

The Connecticut General Assembly's leading force for women's equality is seeking candidates for the position of Executive Director of the Permanent Commission on the Status of Women (PCSW). This multi-issue women's public policy commission was formed in 1973 to study and improve Connecticut women's economic security, health and safety; to promote consideration of qualified women to leadership positions; and to work toward the elimination of gender discrimination. As a nonpartisan arm of the General Assembly the agency monitors, critiques and recommends changes to legislation to inform public policy, and assesses programs and practices in state agencies for their effect on the state's women. The PCSW serves as a liaison between government and its diverse constituents, and convenes stakeholders, including the business, non-profit and educational communities, local governments, and the media, in order to promote awareness of women's issues.

PCSW seeks an Executive Director whose entrepreneurial leadership will build on the organization's thriving, successful track record of supporting and advocating for women in Connecticut.

The Executive Director has the overall responsibility of ensuring sustainability, stewarding organizational strategy, ensuring effective program delivery and quality, motivating staff, and engaging a diverse group of key stakeholders. The Executive Director will work in close partnership with its Commissioners and state legislators to fulfill the PCSW mandate.

The ideal candidate is a passionate leader, strategist, communicator and advocate with a track record of successfully leading and growing an organization, department, initiative or campaign. Further, s/he is a proven collaborator and team builder, has a track record of developing strong relationships with diverse audiences, and possesses a deep commitment to advancing and promoting women's health, safety, economic security and eliminating gender discrimination.

**Ongoing Responsibilities**

The Executive Director of the PCSW will be expected to:

- Coordinate and collaborate on multiple issues with state and national partnerships and build strong relationships with commissioners, legislators and coalition partners;
- Lead the commission in setting overall direction and priorities and developing and implementing commission strategies and goals;
- Maintain strong agency visibility and profile, spotlighting data research expertise and collaborative strategies with both government representatives and community activists on key women's issues;
- Sustain a collaborative workplace culture that reflects the commission's mission; Ensure the flow of relevant information and encourage effective collaboration and coordination;
- Regularly evaluate staff and agency performance; enhance opportunities across the organization for advancement; lead and support staff personal and professional leadership development;
- Promote awareness of economic, health, safety, gender equity and leadership status of women throughout the lifespan.
- Reinforce and strengthen longstanding relationships that PCSW maintains with state legislators, staff and other state agencies in order to facilitate sharing of knowledge and strategies for action;
- Regularly undertake collaborative projects when appropriate;
- Assess state policies and procedures as they effect women and develop administrative and legislative advocacy strategies to make changes as needed.

### **Minimum Requirements:**

- Demonstrated knowledge and understanding of women's issues in Connecticut;
- Demonstrated expertise as a relationship builder; proven and successful track record creating effective partnerships and collaborations, with a reputation as a strategic partner;
- Strong passion for the commission's mandate and a demonstrated commitment to addressing women's issues;
- Proven senior-level managerial and organizational development experience; a successful track record as a leader who inspires collaboration;
- Proven ability as an active listener with strong analytical, critical thinking and problem solving skills;
- Ability to oversee the development, coordination and distribution of publications aimed at providing guidance for policy makers ;
- Demonstrated public speaking skills with ability to cover a broad range of issues including data research development, public policy, civic engagement and leadership;
- Knowledge of research trends and methods;
- Ability to synthesize complex issues into understandable policy initiatives;
- Knowledge of state government, departments and agencies and an understanding of the legislative process;
- Proven administrative and supervisory experience leading an office of diverse professionals;
- Strong written and verbal communication skills with proven experience leading strategies in both traditional and new media.
- Advanced degree and eight years professional employment and demonstrated management capacity in public administration, human services, government affairs or a related field.

**Application Instructions:**

Please submit a substantive cover letter and resume to be received by June 11, 2014 to:  
PCSW Executive Director Search Committee, Office of Legislative Management, Room  
5100, Legislative Office Building, Hartford, CT 06106 or at  
[CGAEMPLOYMENT@CGA.CT.GOV](mailto:CGAEMPLOYMENT@CGA.CT.GOV)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities,  
and persons with disabilities.